



Colorado Department of Public Health and Environment
Air Pollution Control Division

**Guidance for Completing the Leak Detection and Repair (LDAR)
Annual Report Form**
Ver. December 18, 2014

The Air Pollution Control Division (Division) developed an annual report form to report Leak Detection and Repair (LDAR) inspections annually as required under Regulation No. 7, Section XVII.F. Operators are encouraged to utilize the Division LDAR Annual Report Form to fulfill the reporting requirements contained in Regulation 7, Section XVII.F.9.

Below is a description of individual elements in the Division's LDAR Annual Report Form and guidance for filling out each section. For further assistance, please contact 303-692-3150 and ask to be transferred to the oil and gas unit.

Section 1 - General Information

This section includes general information about the company, inspection year, the number of facilities inspected, contact person name and title, and contact information. The number of facilities inspected is listed in this section as required by Regulation 7, Section XVII.F.9.a, while individual facility information should be listed in the Addendum Table on page 2. Not every facility subject to the LDAR monitoring requirements will be assigned an AIRS ID by the Division. In the event the facility does not have an AIRS ID, leave this information blank and provide location information based on either the latitude and longitude GPS coordinates or Section, Township, Range.

Section 2 - LDAR Inspections

This section includes fields to list the number of inspections by inspection method at Natural Gas Compressor Stations and Well Production Facilities. As per Regulation 7, Section XVII.F.3, Natural Gas Compressor Stations must use an approved instrument monitoring method according to the Inspection Frequency listed in Table 3. As per Regulation 7, Section XVII.F.4, Well Production Facilities must use either an approved instrument monitoring method or audio, visual, olfactory ("AVO") according to the Inspection Frequency listed in Table 4. This section of the annual report provides the Division the total number of inspections, as required by Regulation 7, Section XVII.F.9.b.

Section 3 - Leaking Components Details

This section contains a table which has a column for entering the total number of leaks detected broken down by component as required by Regulation 7, Section XVII.F.9.c. The table also includes a second column for entering the number of leaks repaired as required by Regulation 7, Section XVII.F.9.d. The last column in the table is for entering the number of leaks on the delay of repair list as of December 31st, as required by Regulation 7, XVII.F.9.e. The final row of the table is for totaling the count in each column for leaks detected, repaired, and on the delay of repair list respectively.



Section 4 - Responsible Official Certification

Regulation 7, Section XVII.F.9.f. requires a responsible official to certify that the statements and information in the document are true, accurate, and complete. Section 4 provides space for the responsible official to print or type their name, and a space for signing the document. Electronic signatures may be used. The Title of the responsible official and the date the report is signed should be provided as well.

Section 5 - Facilities Inspected

Operators should provide a list of the specific facilities inspected during the calendar year. The details provided should include either the plant AIRS ID (as assigned by the Division) or the location and the facility name. The plant AIRS ID is the first seven digits assigned to the facility by the Division (e.g., 123/7856) which represents the County location and the plant's unique identification number within the County. If a plant AIRS ID has not been assigned for the facility, the operator should list either the latitude and longitude or the Section, Township, Range of the facility under the location column. The facility name should also be provided.